

**DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF HEALTH CARE FINANCING
ADMINISTRATOR'S MEMO SERIES**

NOTICE: 03-03

ISSUE DATE: April 4, 2003
DISPOSAL DATE: Ongoing

**RE: REQUIREMENTS FOR
W-2, CHILD CARE, MEDICAID
AND FOOD STAMP
APPLICATIONS**

**DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES**

NOTICE: 03-07

ISSUE DATE: April 4, 2003
DISPOSAL DATE: Ongoing

**RE: REQUIREMENTS FOR
W-2, CHILD CARE, MEDICAID
AND FOOD STAMP
APPLICATIONS**

To: County Departments of Human Services Directors
County Departments of Social Services Directors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors
W-2 Agency Directors
Job Center Coordinators

From: Mark B. Moody
Administrator
Division of Health Care Financing

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Purpose

Wisconsin has a combined application processing system for its Wisconsin Works (W-2), Food Stamps, Medicaid, and Child Care Programs. This memo describes requirements for accepting and processing applications for Medicaid and Food Stamps when multiple county/tribal and W-2 locations exist in one geographical location.

Background

Wisconsin Statutes require that in locations where the W-2 program is not administered by the County or Tribe, the W-2 agency must cooperate with the county department or tribal governing body to ensure that services delivered under the W-2, Food Stamp and Medicaid Programs are coordinated with the county or tribal governing body in a manner that most effectively serves the recipients of those services (Wis. Stats. 49.143(2)(d)). Federal TANF regulations under which the W-2 program must operate also require TANF agencies in States that have a joint application process for TANF and the Medicaid/Food Stamp Programs to provide an opportunity to initiate the application process for Medicaid and Food Stamps whether or not they are applying for W-2. (Final TANF regulations, Preamble, pp 17759-17760, Federal Register/Vol. 64, No. 69/ Monday, April 12, 1999.) The concept of a One-Stop Delivery System under the Workforce Investment Act (WIA) program also includes linkages to a range of services such as Food Stamps and Medicaid that support individuals' efforts to become self-sufficient.

Food Stamp regulations require agencies that are responsible for combined application processing to notify households applying for public assistance of their right to apply for food stamp benefits and allow them to apply for food stamp benefits at the same time they apply for public assistance benefits (7 CFR 273.2(j)). The definition of public assistance includes TANF benefits.

Medicaid regulations require that the agency's Medicaid policies and procedures ensure that eligibility is determined in a manner consistent with the simplicity of administration and the best interests of the applicant or recipient (42 CFR 435.902) and the agency must afford an individual wishing to do so, the opportunity to apply for Medicaid without delay (42 CFR 435.906).

Income Maintenance and W-2 Agency Responsibilities for Processing Applications

When there are multiple sites for application processing within a county, it is essential that the Income Maintenance (IM) and W-2 agencies work together to assure residents are provided information regarding correct application site location, and that procedures are in place to protect application filing dates for Medicaid and Food Stamps. Applicants cannot be sent to another site to begin the application process. Instead, they must be offered the opportunity to initiate the application process. This is accomplished by the agency completing Client Registration in CARES, generating the Request for Assistance (RFA) and scheduling an intake interview with the agency that will complete the eligibility determination. The result of the priority service screening that occurs during Client Registration will determine whether the person is scheduled for a priority service appointment or a regular intake appointment. This will ensure that the application process can be completed without unnecessary delays for the applicants which may result in devastating consequences for the applicants and their minor children.

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DWD Area Administrators

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